
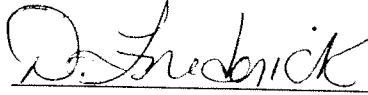


ADDENDUM

Position Title: STAFF ASSISTANT Department: Human Resources	Class Code:	Position Level: 06
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ADDITIONAL KEY RESPONSIBILITIES
<ol style="list-style-type: none">1. *Responsible for maintaining applications which includes data entry and requests for submittals.2. *Responsible for posting and closing out available positions. Provides to department for interviews as required.3. *Responsible for advertising appropriate position vacancies as requested (which includes paper advertisements, Channel 16, Jobline & Website).4. Qualifies applications.5. Maintains the video training libraries. Upon request, sends departments training videos.6. Creates new employee personnel files.7. Provides discount information to employees upon request.8. Process employee address changes and provides copies to the appropriate offices.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: <u>TERESA E. Aguiar</u>	Signature: <u></u>	Date: <u>6/6/06</u>
<i>County Administrator:</i>		
Name: <u>Deborah Frederick</u>	Signature: <u></u>	Date: <u>6/7/06</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____